

**ANNUAL STRATEGIC WORK PROGRAM
AND FINANCIAL PLAN**

FY 2014

**October 1, 2013
Through
September 30, 2014**

ARK-TEX COUNCIL OF GOVERNMENTS
ANNUAL STRATEGIC WORK PROGRAM
AND FINANCIAL PLAN FOR FY 2014

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ARK-TEX COUNCIL OF GOVERNMENTS

September 30, 2013

Board of Directors
Ark-Tex Council of Governments

Dear Board of Directors:

The bylaws of the Ark-Tex Council of Governments require the Executive Director to prepare a proposed annual financial management plan and present it before the ATCOG Board of Directors before each fiscal year. The Budget Committee reviews the document and recommends it, with any amendments, to the general membership. *Requirements set forth by legislature require a strategic work program be presented and adopted by the general membership.*

The strategic work program and financial plan document is designed to consolidate and present ATCOG's goals, project objectives, work tasks, performance measures, implementation schedules, human resource requirements, and budget information. Although the document contains a great deal of information, it is important to note that more detailed work program and budget documentation is contained in each of the grants, contracts, and agreements entered into by ATCOG with federal agencies, state agencies, local governments, and any other funding partners.

The budget portion of this document is unlike the traditional local government budget in several respects. ATCOG has no taxing or oversight authority; therefore, the budgetary process is not one that culminates in an appropriation bill or an ordinance enacted into law. Therefore, the budget is not technically defined as a "legally adopted budget."

Secondly, unlike most local government budgets, it is extremely difficult to accurately predict revenues and expenditures for a twelve-month period. ATCOG's financial plan is actually a compilation of the individual budgets for the various projects that ATCOG is operating at any point in time. The individual projects are funded by multiple agencies (both federal and state) and with locally generated funds. Each individual project operates within its own fiscal year. Many of these projects are routinely subject to last minute funding changes and special activities are often funded during the course of the year. These facts make it difficult for ATCOG to prepare a single agency-wide budget that is not subject to revision as the year progresses.

Board of Directors
September 30, 2013
Page 2

Submitted herewith for your consideration is the Ark-Tex Council of Governments' 2014 Strategic Work Program and Financial Plan as developed by the staff. The 2014 Strategic Work Program and Financial Plan includes programs related to aging, criminal justice, economic development, emergency communications, housing, transportation, homeland security, environmental, special projects and GIS.

From a human resource standpoint, the 2014 Strategic Work Program and Financial Plan calls for 56 full-time and 1 part-time employees.

I am pleased to present the Board with the 2014 Strategic Work Program and Financial Plan that allows ATCOG to aggressively conduct a wide range of programs and projects benefiting the citizens of Northeast Texas. Should you have any questions regarding this document, please call.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L.D. Williamson", with a long horizontal flourish extending to the right.

L.D. Williamson
Executive Director

LDW/akt



ARK-TEX COUNCIL OF GOVERNMENTS

September 30, 2013

Board of Directors
Ark-Tex Council of Governments

Dear Board Members:

The Ark-Tex Council of Governments (ATCOG) Financial Plan is for the fiscal year ending September 30, 2014. Detailed information relating to both the anticipated revenue and proposed expenditures is included in this document. This is a balanced budget.

Preparation of the budget requires various assumptions to be made since funding for the grants can occur over a different twelve-month cycle from ATCOG's fiscal year. Although the budget was prepared with the latest available information, it is expected that variances of funds available will occur as the fiscal year progresses.

The ATCOG employee benefit rate is calculated to be 41.5%, down from 56.6% in FY '13. The indirect rate, based on total direct expenses, is 6.9%, up from 5.8% in FY '13. These rates have been used as a basis for preparing this Financial Plan.

This document is intended to include information needed by you to understand the financial plans for the 2013-2014 fiscal year. If I can be of any assistance in answering any questions, please contact me.

Sincerely,

Brenda Davis
Director, Finance & Administration

/bd

Budget Summary

The 2014 Ark-Tex Council of Governments Strategic Work Program and Financial Plan reflects anticipated revenues of \$15,582,714 and proposed expenditures of \$15,582,714. The proposed expenditures include \$9,947,752 in contracted funds that are ultimately expended by local entities in the Aging, Criminal Justice, 9-1-1 Emergency Communications, Geographic Information Systems (GIS), Housing, Transportation, Solid Waste, Special Projects and Homeland Security programs.

Anticipated revenues and proposed expenditures for FY 2014 are an increase from the FY 2013 figures by approximately \$753,080. The FY 2014 full-time equivalent (FTE) employees will be 56.5.

All program funds varied from the previous year. Rural Transportation gained the most funds, \$862,988, and Aging funds were reduced the most, \$549,954.

Strategic Work Program Summary

The FY 2014 Ark-Tex Council of Governments Strategic Work Program and Financial Plan establishes an overall goal for each general programmatic area to be addressed by the Council of Governments. The following program areas are addressed in this document:

- **Area Agency on Aging**
- **Criminal Justice**
- **Economic Development**
- **Emergency Communications**
- **Environmental**
- **Geographic Information Systems (GIS)**
- **Homeland Security**
- **Housing**
- **Special Projects**
- **Transportation**

Within each of the program areas, specific project-by-project work programs are delineated for 2013-2014. Each project is assigned an objective, work tasks, performance measures, an implementation schedule and human resource requirement. There are 28 such individual project work programs contained in the 2014 Ark-Tex Council of Governments Strategic Work Program and Financial Plan.

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	COST CENTER				
				14001 Aging	14002 NETEDD/ATRDC	14003 Housing	14004 CJD	14005 911
0110	Salaries	\$1,408,944	9.0	221,265	83,290	242,676	30,929	160,362
0210	Benefits	584,791	3.8	91,838	34,570	100,724	12,837	66,559
0310	Travel	123,587	0.8	26,950	12,372	24,000	3,006	30,959
0311	Non-Staff Travel	200	0.0	200	0	0	0	0
0410	Rent	38,775	0.2	14,904	5,771	16,600	0	0
0411	Rent/Field Office	0	0.0	0	0	0	0	0
0412	Storage Rent	0	0.0	0	0	0	0	0
0420	Telephone	54,283	0.3	8,888	2,835	6,000	2,600	14,200
0421	Telephone/Field Office	20	0.0	0	0	0	0	0
0430	Postage	11,090	0.1	1,700	1,300	5,000	700	1,000
0431	Postage/Field Office	0	0.0	0	0	0	0	0
0440	Copier	8,795	0.1	1,075	750	3,000	575	2,000
0441	Copier/Field Office	0	0.0	0	0	0	0	0
0450	Utilities	4,328	0.0	0	4,328	0	0	0
0510	Other Direct	1,230,713	7.9	5,688	136,445	58,073	28,175	65,772
0511	Office Supplies	33,480	0.2	1,915	2,600	1,200	4,764	12,500
0512	Reproduction and Printing	0	0.0	0	0	0	0	0
0514	Periodicals and Publications	0	0.0	0	0	0	0	0
0515	Membership dues	5,000	0.0	1,500	3,500	0	0	0
0516	Advertising	6,280	0.0	4,780	1,500	0	0	0
0520	Audit and Accounting Fees	30,000	0.2	0	20,000	0	0	0
0522	Insurance and Bonding	365	0.0	365	0	0	0	0
0523	Computer Software Maintenance	0	0.0	0	0	0	0	0
0525	Interest	23,421	0.2	5,950	5,771	5,100	0	6,000
0527	Annual Board Meeting	0	0.0	0	0	0	0	0
0530	Contract Labor	10,000	0.1	0	10,000	0	0	0
0610	Equipment	1,131,000	7.3	0	35,000	0	0	0
0630	Equipment Maintenance	0	0.0	0	0	0	0	0
0710	Depreciation	0	0.0	0	0	0	0	0
0810	Contracts (Services)	9,947,752	63.8	880,740	8,045	6,676,632	89,000	979,110
0910	Indirect	929,887	6.0	146,033	54,970	160,163	20,413	105,837
TOTAL EXPENDITURES		15,582,714	100.0	1,413,791	423,048	7,299,168	193,000	1,444,300
%			100.0	9.1	2.7	46.8	1.2	9.3

(Continued)

TABLE A (Cont.)
Organizational Summary

ATCOG Financial Plan - FY 2014
LINE ITEM COST DISTRIBUTION BY COST CENTER

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LINE ITEM CST #	DESCRIPTION	COST CENTER						
		14006 GIS	14007 Transportation	14008 Environmental	14009 Homeland Sec.	14010 Special Projects	0 0	
0110	Salaries	36,981	532,784	36,529	47,789	16,339		
0210	Benefits	15,349	221,136	15,161	19,835	6,781		
0310	Travel	2,000	17,500	3,125	3,200	475	0	
0311	Non-Staff Travel	0	0	0	0	0	0	
0410	Rent	0	1,500	0	0	0	0	
0411	Rent/Field Office	0	0	0	0	0	0	
0412	Storage Rent	0	0	0	0	0	0	
0420	Telephone	1,500	13,148	1,080	3,441	591	0	
0421	Telephone/Field Office	0	0	20	0	0	0	
0430	Postage	100	1,000	0	250	40	0	
0431	Postage/Field Office	0	0	0	0	0	0	
0440	Copier	20	1,000	20	250	105	0	
0441	Copier/Field Office	0	0	0	0	0	0	
0450	Utilities	0	0	0	0	0	0	
0510	Other Direct	3,616	888,686	18,177	15,086	10,995	0	
0511	Office Supplies	300	9,000	791	250	160	0	
0512	Reproduction and Printing	0	0	0	0	0	0	
0514	Periodicals and Publications	0	0	0	0	0	0	
0515	Membership dues	0	0	0	0	0	0	
0516	Advertising	0	0	0	0	0	0	
0520	Audit and Accounting Fees	0	10,000	0	0	0	0	
0522	Insurance and Bonding	0	0	0	0	0	0	
0523	Computer Software Maintenance	0	0	0	0	0	0	
0525	Interest	0	600	0	0	0	0	
0527	Annual Board Meeting	0	0	0	0	0	0	
0530	Contract Labor	0	0	0	0	0	0	
0610	Equipment	0	1,096,000	0	0	0	0	
0630	Equipment Maintenance	0	0	0	0	0	0	
0710	Depreciation	0	0	0	0	0	0	
0810	Contracts (Services)	0	880,000	32,975	384,276	16,974	0	
0910	Indirect	24,407	351,632	24,108	31,540	10,783	0	
TOTAL EXPENDITURES		84,274	4,023,986	131,986	505,917	63,243	0	0
%		0.5	25.8	0.8	3.2	0.4	0.0	0.0

COST CNTR #	DESCRIPTION	INCOME BY SOURCE							TOTAL FUNDS AVAILABLE	ANALYSIS		
		Federal Funds	State Funds	Contract Funds	Local Non ATCOG Funds	In-Kind Funds	ATCOG Restricted	ATCOG Unrestricted		Budgeted Expenditures	%	Difference
14001	Aging	1,118,791	108,000	50,000	60,000	40,000	0	37,000	1,413,791	1,413,791	9.1	0
14002	NETEDD & ATRDC	423,048	0	0	0	0	0	0	423,048	423,048	2.7	0
14003	HUD - Section 8	7,299,168	0	0	0	0	0	0	7,299,168	7,299,168	46.8	0
14004	Criminal Justice Dept.	0	193,000	0	0	0	0	0	193,000	193,000	1.2	0
14005	CSEC - 911	0	1,444,300	0	0	0	0	0	1,444,300	1,444,300	9.3	0
14006	GIS	0	0	68,000	16,274	0	0	0	84,274	84,274	0.5	0
14007	Tx. Department of Transportation	2,510,012	647,617	0	517,040	235,917	0	113,400	4,023,986	4,023,986	25.8	0
14008	TCEQ - Environmental	0	131,986	0	0	0	0	0	131,986	131,986	0.8	0
14009	Homeland Security	505,917	0	0	0	0	0	0	505,917	505,917	3.2	0
14010	Special Projects	0	48,770	14,473	0	0	0	0	63,243	63,243	0.4	0
0									0	0	0.0	0
TOTAL FUNDS		11,856,936	2,573,673	132,473	593,314	275,917	0	150,400	15,582,714	15,582,714	100.0	0
%		76.1	16.5	0.9	3.8	1.8	0.0	1.0	100.0			

**ARK-TEX COUNCIL OF GOVERNMENTS
REGIONAL CRIMINAL JUSTICE PROGRAMS
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

REGIONAL CRIMINAL JUSTICE PROGRAMS GOAL STATEMENT

The goal of the Regional Criminal Justice Planning program is to provide effective planning, coordination, law enforcement training, and juvenile services throughout the region.

TOTAL CRIMINAL JUSTICE BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 43,767
Contracts	\$ 89,000
Travel	\$ 3,006
Other Direct	\$ 36,814
Indirect	\$ 20,413
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

Office of the Governor, Criminal
Justice Division - \$193,000

TOTAL BUDGETED
EXPENDITURES - \$193,000

TOTAL ANTICIPATED
REVENUE - \$193,000

**ARK-TEX COUNCIL OF GOVERNMENTS
REGIONAL CRIMINAL JUSTICE PLANNING
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide effective criminal justice planning and coordination functions throughout the region.

PERSONNEL

Salaries	\$23,029
Fringe Benefits	\$9,558

PRIMARY WORK TASKS

1. Publicize grant application kits.
2. Conduct grant workshop(s).
3. Serve as staff for the Regional Criminal Justice Advisory Committee.
4. Provide technical assistance for prospective grantees in completing and/or correcting grant proposals.
5. Complete required CJD reports.

CONTRACT
SERVICES

\$0

TRAVEL

Costs	\$1,906
-------	---------

OTHER DIRECT

Telephone	\$1,600
Postage	\$300
Copy Services	\$300
Other Expenses	\$6,276
Office Supplies	\$1,832

PRINCIPLE PERFORMANCE MEASURES

1. Publicize available application kits to approximately 120 entities for criminal justice program funding.
2. Conduct one grant workshop annually to inform potential grant applicants of criminal justice funding available and the process of applying.
3. Coordinate and facilitate at least one criminal justice advisory committee meeting annually.
4. Provide a combined total of 20 technical assistance contacts to new applicants, continuation applicants, and those on vendor hold.
5. Complete four quarterly reports required by CJD through the PPRI website.

INDIRECT

\$15,199

TOTAL BUDGET

\$60,000

IMPLEMENTATION SCHEDULE

September 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT

- .58 Full Time Equivalent – CJ Coordinator
- .05 Full Time Equivalent – Accounting Specialist

**ARK-TEX COUNCIL OF GOVERNMENTS
REGIONAL LAW ENFORCEMENT TRAINING
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide comprehensive law enforcement training activities for peace officers, dispatchers, jailers and other law enforcement individuals throughout the region.

PERSONNEL

Salaries	\$5,771
Fringe Benefits	\$2,395

PRIMARY WORK TASKS

1. Develop, distribute and release Request for Proposal (RFP); select provider.
2. Provide basic, advanced, and specialized training for officers/potential officers.
3. Attend provider meetings to receive updates on training provided.
4. Monitor provider annually for effectiveness.
5. Survey law enforcement departments annually to ascertain effectiveness of providers.
6. Visit regularly with law enforcement departments to determine training needs.
7. Complete required CJD reports.

CONTRACT SERVICES

\$37,000

TRAVEL

Costs	\$600
-------	-------

OTHER DIRECT

Telephone	\$400
Postage	\$200
Copy Services	\$200
Office Supplies	\$1,016
Other Expenses	\$21,609

PRINCIPLE PERFORMANCE MEASURES

1. Distribute RFP to at least one training institution within or contiguous with the region, in conjunction with the grant period.
2. Conduct at least two basic peace officer courses, one jailer & telecommunications/dispatcher course, and specialized/advanced courses as needed.
3. Attend at least one meeting of provider annually for information and contractual purposes.
4. Monitor the designated law enforcement training academy by performing at least one site visit and/or phone monitoring visit.
5. Conduct one course evaluation survey designated by course and instructor, for each course completed and funded by grant.
6. Provide five technical assistance contacts to agencies in the 9-county region that are requesting or needing specific training.
7. Complete two reports required by CJD through the e-Grants and PPRI websites.

INDIRECT

\$3,809

TOTAL BUDGET

\$73,000

Criminal Justice
Work Program and Expenditure Budget
Regional Law Enforcement Training
Page 2

IMPLEMENTATION SCHEDULE
September 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT
.18 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
PURCHASE OF JUVENILE SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide funds to allow juvenile probation departments to purchase quality services for juveniles involved in the juvenile justice system.

PERSONNEL

Salaries	\$2,129
Fringe Benefits	\$884

PRIMARY WORK TASKS

1. Develop contract with counties.
2. Conduct annual meeting of juvenile probation officers.
3. Conduct site visits to probation departments to determine program effectiveness.
4. Reimburse eligible expenses per contracts.
5. Complete required CJD reports.

CONTRACT
SERVICES

\$52,000

TRAVEL

Costs	\$500
-------	-------

OTHER DIRECT

PRINCIPLE PERFORMANCE MEASURES

1. Develop one contract with each of the ATCOG counties holding primary interest/jurisdiction of the juvenile services.
2. Conduct at least one visit with each county probation department to assess needs and discuss expectations of given contract.
3. Conduct at least one monitoring site visit and/or phone visit with each of the contracted county juvenile probation departments.
4. Complete one or more reimbursements for each contracted county juvenile probation department based on their eligibility of services.
5. Complete two reports required by CJD through the eGrants and PPRI websites.

Telephone	\$600
Postage	\$200
Copy Services	\$75
Office Supplies	\$1,916
Other Expenses	\$291

<u>INDIRECT</u>	\$1,405
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<u>TOTAL BUDGET</u>	\$60,000
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IMPLEMENTATION SCHEDULE

September 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT

.05 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
EMERGENCY COMMUNICATIONS PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

EMERGENCY COMMUNICATIONS PROGRAM GOAL STATEMENT

The goal of the Emergency Communications program is to protect and enhance public safety and health through fiscally responsible administration of enhanced 9-1-1 systems, network and equipment; rural mapping services; distribution and dissemination of public education information and materials; telecommunicator training; and maintenance of ALI database, GIS database and 9-1-1 database throughout the region.

TOTAL EMERGENCY COMMUNICATIONS BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 226,921
Contracts	\$ 979,110
Travel	\$ 30,959
Other Direct	\$ 101,473
Indirect	\$ 105,837
Equipment	\$ <u>0</u>

TOTAL BUDGETED
EXPENDITURES - \$1,444,300

ANTICIPATED REVENUES
BY SOURCE

Commission on State Emergency
Communications - \$1,444,300

TOTAL ANTICIPATED
REVENUE - \$1,444,300

**ARK-TEX COUNCIL OF GOVERNMENTS
REGIONAL 9-1-1
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide network and equipment for effective 9-1-1 emergency communications and maintain services to the citizens of the region.

PERSONNEL

Salaries	\$160,362
Fringe Benefits	\$66,559

PRIMARY WORK TASKS

1. Maintain and report financial and performance information accurately and in a timely manner to CSEC.
2. Provide public education information.
3. Provide training for telecommunicators.
4. Develop and amend Strategic Plan as required.
5. Monitor PSAPs for proper operations.
6. Create and maintain maps.
7. Issue new addresses.
8. Maintain 9-1-1 databases.
9. Provide & maintain 9-1-1 equipment.
10. Provide & maintain 9-1-1 network.

CONTRACT SERVICES

\$979,110

TRAVEL

Costs	\$30,959
-------	----------

OTHER DIRECT

Telephone	\$14,200
Postage	\$1,000
Copy Services	\$2,000
Other Expenses	\$71,773
Office Supplies	\$12,500

PRINCIPLE PERFORMANCE MEASURES

1. Provide four quarterly financial and performance reports to CSEC.
2. Distribute public education items to each of the nine counties.
3. Provide TDD/TTY and other call-taker training twice annually.
4. Submission of strategic plan as required.
5. Conduct no less than annual visits to each PSAP (13 visits).
6. Provide maps/books updates to PSAP and county agencies once per year.
7. Maintain 9-1-1 ALI database at 80 updates per month.
8. Maintain accurate 9-1-1 databases to within state guidelines.
9. Test and maintain 9-1-1 equipment at all 13 PSAPs.
10. Test and maintain 9-1-1 network at all 13 PSAPs.

<u>INDIRECT</u>	\$105,837
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$1,444,300
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IMPLEMENTATION SCHEDULE

September 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT

5.5 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
RENTAL ASSISTANCE PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

RENTAL ASSISTANCE PROGRAM GOAL STATEMENT

The overall goal of the Rental Assistance Program is to achieve four (4) major objectives:

- To provide improved living conditions for low-income families while maintaining their rent payments at an affordable level.
- To promote freedom of housing choice and spatial deconcentration of low income and minority families.
- To provide decent, safe and sanitary housing for eligible participants.
- To provide an incentive to private property owners to rent to low income families by offering timely assistance payments and counseling to tenants on obligations under their lease.

TOTAL RENTAL ASSISTANCE PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 343,400
Contracts	\$6,676,632
Travel	\$ 24,000
Other Direct	\$ 94,973
Indirect	\$ 160,163
Equipment	\$ _____ 0

TOTAL BUDGETED
EXPENDITURES - \$7,299,168

ANTICIPATED REVENUES BY SOURCE

U.S. Department of Housing and Urban
Development (USDHUD) - \$7,299,168

TOTAL ANTICIPATED
REVENUE - \$7,229,168

**ARK-TEX COUNCIL OF GOVERNMENTS
RENTAL ASSISTANCE PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

PERSONNEL

Salaries	\$242,676
Fringe Benefits	\$100,724

PRIMARY WORK TASKS

1. Inform potential applicants and landlords of program availability.
2. Provide technical assistance to applicants and landlords.
3. Coordinate activities to assure continued eligibility of program participants.
4. Compile and submit all required reports to USDHUD.
5. Perform computer matching of clients with DHUD online systems.

CONTRACT SERVICES

\$6,676,632

TRAVEL

Travel Costs	\$24,000
--------------	----------

OTHER DIRECT

Telephone	\$6,000
Postage	\$5,000
Copy Services	\$3,000
Other Expenses	\$79,773
Office Supplies	\$1,200

PRINCIPLE PERFORMANCE MEASURES

1. Issue approximately 50 new Housing Choice Vouchers and add approximately 25 new families to Rental Assistance Program.
2. Add at least five property owners to potential landlord list.
3. Payment of approximately \$6.3 million to landlords in form of rental payments for eligible families.
4. Maintain high performer status for FY14 by timely reporting to DHUD.
5. Use DHUD online system to reduce fraud, recover overpaid rent and maintain program integrity for FY14

<u>INDIRECT</u>	\$160,163
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$7,299,168
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IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

8.32 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

NETEDD GOALS STATEMENT

The goal of the North East Texas Economic Development District (NETEDD) is to promote economic development and opportunity, foster effective transportation systems, enhance and protect the environment, and balance resources through sound management of development throughout the 11-county NETEDD area.

TOTAL NETEDD PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 11,834
Contracts	\$ 0
Travel	\$ 2,220
Other Direct	\$ 30,427
Indirect	\$ 5,519
Equipment	<u>\$ 10,000</u>

TOTAL BUDGETED
EXPENDITURES - \$60,000

ANTICIPATED REVENUES BY SOURCE

U.S. Department of Commerce -
Economic Development Administration
- \$60,000

TOTAL ANTICIPATED
REVENUE - \$60,000

**ARK-TEX COUNCIL OF GOVERNMENTS
NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT (NETEDD)
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To plan, establish and maintain a Comprehensive Economic Development Strategy (CEDS) (5-year term). Coordinate economic development planning with other economic development entities.

PRIMARY WORK TASKS

1. Work with other economic development entities for economic development planning.
2. Monitor and report potential major economic disruptions in the economic condition of the district.
3. Utilize the NETEDD Revolving Loan Fund (RLF) and other RLFs to promote economic development within the district. EDA grant applications to be given priority.
4. Prepare required annual performance reports to the EDA.

PRINCIPLE PERFORMANCE MEASURES

1. Work with local & state government agencies, chambers of commerce, economic and industrial development corporations, entrepreneurs, EDA-funded entities and other economic development planners to facilitate economic development planning and implementation within the district.
2. Attend a minimum of five NETEDD Roundtables to help foster economic development and planning and stay abreast of potential economic downturns and disruptions within the district.
3. Assist local governments and other eligible non-profit organizations in processing and obtaining a minimum of two EDA grants.
4. Submit and maintain records of economic development activities to provide annual performance report to the EDA as to progress in economic development achievements.

IMPLEMENTATION SCHEDULE

January 1, 2014 – December 31, 2014

HUMAN RESOURCE REQUIREMENT

.21 Full Time Equivalent

PERSONNEL

Salaries	\$8,363
Fringe Benefits	\$3,471

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$2,220
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OTHER DIRECT

Telephone	\$288
Postage	\$200
Copy Services	\$100
Other Expenses	\$29,339
Office Supplies	\$500

<u>INDIRECT</u>	\$5,519
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<u>EQUIPMENT</u>	\$10,000
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<u>TOTAL BUDGET</u>	\$60,000
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**ARK-TEX COUNCIL OF GOVERNMENTS
NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
REVOLVING LOAN FUND
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

NETEDD RLF GOALS STATEMENT

The goal of the NETEDD RLF is to fund private sector basic job creation or retention and to strengthen capital formation throughout the 11-county NETEDD area.

TOTAL NETEDD RLF PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 11,834
Contracts	\$ 0
Travel	\$ 0
Other Direct	\$ 11,319
Indirect	\$ 5,519
Equipment	\$ 0

TOTAL BUDGET
EXPENDITURES - \$28,672

ANTICIPATED REVENUES BY SOURCE

U.S. Department of Commerce – Economic
Development Administration Loan Interest -
\$28,672

TOTAL ANTICIPATED
REVENUE - \$28,672

**ARK-TEX COUNCIL OF GOVERNMENTS
NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
REVOLVING LOAN FUND
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Provide technical assistance and financing for fixed assets and/or working capital to help small and medium-sized businesses start-up, expand, or increase productivity.

PRIMARY WORK TASKS

1. Strengthen the economic base.
2. Create and retain permanent full-time jobs.
3. Attend required meetings.

PRINCIPLE PERFORMANCE MEASURES

1. Extend at least two NETEDD RLF loans for improvement of economic indicators such as unemployment, per capital personal income, and out-migration.
2. Create one job for every \$35,000 loaned; 50% of new jobs will be targeted at the long-term unemployed and/or under-employed.
3. Attend at least three seminars, teleconferences, workshops or webinars as required.

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

.22 Full Time Equivalent

PERSONNEL

Salaries	\$8,363
Fringe Benefits	\$3,471

**CONTRACT
SERVICES**

\$0

TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$288
Postage	\$0
Copy Services	\$100
Other Expenses	\$10,931
Office Supplies	\$0

<u>INDIRECT</u>	\$5,519
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$28,672
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**ARK-TEX COUNCIL OF GOVERNMENTS
NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
EAST TEXAS RURAL ACCESS PROGRAM REVOLVING LOAN FUND
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

NETEDD ETRAP-RLF GOALS STATEMENT

The goal of the East Texas Rural Access Program Revolving Loan Fund (ETRAP-RLF) is to provide loan funding for projects that address primary care needs in medically under-served areas of East Texas.

TOTAL NETEDD ETRAP-RLF BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 11,834
Contracts	\$ 0
Travel	\$ 152
Other Direct	\$ 3,953
Indirect	\$ 5,519
Equipment	\$ 0

ANTICIPATED REVENUES BY SOURCE

United States Department of Agriculture -
\$21,458

TOTAL BUDGETED
EXPENDITURES - \$21,458

TOTAL ANTICIPATED
REVENUE - \$21,458

**ARK-TEX COUNCIL OF GOVERNMENTS
NORTH EAST TEXAS ECONOMIC DEVELOPMENT DISTRICT
EAST TEXAS RURAL ACCESS PROGRAM REVOLVING LOAN FUND
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Objectives include funding qualified applicants for loans, identifying additional funding sources, and funding loans.

PRIMARY WORK TASKS

1. Fund loans to eligible applicants.
2. Seek additional funding from public and private sources.

PRINCIPLE PERFORMANCE MEASURES

1. At least two ETRAP-RLF loans funded.
2. Approve at least two funding applications with third party lender participation.

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

.21 Full Time Equivalent

PERSONNEL

Salaries	\$8,363
Fringe Benefits	\$3,471

CONTRACT
SERVICES

\$0

TRAVEL

Costs	\$152
-------	-------

OTHER DIRECT

Telephone	\$238
Postage	\$100
Copy Services	\$50
Other Expenses	\$3,465
Office Supplies	\$100

<u>INDIRECT</u>	\$5,519
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$21,458
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**ARK-TEX COUNCIL OF GOVERNMENTS
CHAPMAN REVOLVING LOAN FUND
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

CHAPMAN RLF GOALS STATEMENT

The goal of the Chapman Revolving Loan Fund (RLF) is to develop a viable and continuing resource for private businessmen and public governments to increase economic development and create job opportunities throughout the nine-county ATCOG area.

TOTAL CHAPMAN RLF PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 11,834
Contracts	\$ 0
Travel	\$ 0
Other Direct	\$ 3,994
Indirect	\$ 5,519
Equipment	\$ 0

ANTICIPATED REVENUES BY SOURCE

ATCOG Funds - \$21,347

TOTAL BUDGETED
EXPENDITURES - \$21,347

TOTAL ANTICIPATED
REVENUE - \$21,347

**ARK-TEX COUNCIL OF GOVERNMENTS
CHAPMAN REVOLVING LOAN FUND
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Create permanent full-time jobs by providing financial assistance for economic development projects in the form of a loan guarantee to businesses and direct loans to local governments.

PRIMARY WORK TASKS

1. Create permanent full-time jobs.
2. Provide financial assistance for economic development projects.
3. Provide loan guarantees of 50% of lending needs to businesses.
4. Provide direct loans of 80% of lending needs to local governments.

PRINCIPLE PERFORMANCE MEASURES

1. Job creation for improvement of economic indicators such as unemployment, per capital personal income, and out-migration.
2. Completion, submission, and funding of at least two economic development projects.
3. At least two guaranteed loans to local businesses.
4. At least two direct loans to local governments.

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

.21 Full Time Equivalent

PERSONNEL

Salaries	\$8,363
Fringe Benefits	\$3,471

CONTRACT
SERVICES

\$0

TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$288
Postage	\$0
Copy Services	\$0
Other Expenses	\$3,706
Office Supplies	\$0

<u>INDIRECT</u>	\$5,519
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$21,347
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**ARK-TEX COUNCIL OF GOVERNMENTS
ARK-TEX REGIONAL DEVELOPMENT COMPANY (ATRDC)
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

ATRDC GOALS STATEMENT

The goal of the Ark-Tex Regional Development Company is to provide funds for expanding businesses which, through their expansion, will provide benefits to themselves and the communities, such as job creation, expansion of tax base and expansion of personal income.

TOTAL ATRDC PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 70,525
Contracts	\$ 8,045
Travel	\$ 10,000
Other Direct	\$ 145,108
Indirect	\$ 32,893
Equipment	<u>\$ 25,000</u>

TOTAL BUDGETED
EXPENDITURES - \$291,571

ANTICIPATED REVENUES BY SOURCE

U.S. Small Business Administration Loan
Servicing Fees - \$291,571

TOTAL ANTICIPATED
REVENUE - \$291,571

**ARK-TEX COUNCIL OF GOVERNMENTS
ARK-TEX REGIONAL DEVELOPMENT COMPANY (ATRDC)
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Assist small businesses with financing for fixed-asset projects by assembling, analyzing, and making recommendations on loan packages, submit the analysis and recommendations to SBA for approval, and close and service the 504 loan.

PRIMARY WORK TASKS

1. Create economic development opportunity in the community.
2. Provide affordable long term financing for business expansions.
3. Give a financial incentive to encourage private lender participation.
4. Give a financial incentive to stimulate business capital investment.
5. Provide access to public capital markets for small business.
6. Attend required local and regional SBA meetings.

PRINCIPLE PERFORMANCE MEASURES

1. Economic Development creation for improvement of economic indicators such as unemployment, per capital personal income, and out-migration.
2. At least two 504 Loans for business expansions.
3. Number of private lenders participating.
4. Increase in business capital investment.
5. At least five small businesses applying for SBA loans.
6. Attend at least two training sessions.

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

1.34 Full Time Equivalent

PERSONNEL

Salaries	\$49,839
Fringe Benefits	\$20,686

CONTRACT SERVICES

\$8,045

TRAVEL

Costs	\$10,000
-------	----------

OTHER DIRECT

Telephone	\$1,733
Postage	\$1,000
Copy Services	\$500
Other Expenses	\$139,875
Office Supplies	\$2,000

INDIRECT

\$32,893

EQUIPMENT

\$25,000

TOTAL BUDGET

\$291,571

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

AREA AGENCY ON AGING GOALS STATEMENT

The goal of the Area Agency on Aging is to be the region's visible advocate and leader in providing a comprehensive and coordinated continuum of services which will assist persons sixty (60) years of age and older and/or their spouses and the disabled persons to live dignified, independent and productive lives in a safe environment.

TOTAL AREA ON AGING BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 313,103
Vendors	\$ 880,740
Travel	\$ 26,950
Other Direct	\$ 46,965
Indirect	\$ 146,033
Equipment	\$ <u>0</u>

TOTAL BUDGETED
EXPENDITURES - \$1,413,791

ANTICIPATED REVENUES BY SOURCE

Department of Aging & Disability Services
(DADS) - \$1,276,791
ATCOG Match - \$37,000
Local Funds - \$60,000
In-Kind - \$40,000

TOTAL ANTICIPATED
REVENUE - \$1,413,791

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
ADMINISTRATION
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide the administrative support necessary to ensure that AAA program performance and accountability are maintained at highest possible standard and become the access and assistance entry point for disabled persons of all ages.

PRIMARY WORK TASKS

1. Develop FY 14 Area Agency on Aging budget.
2. Coordinate activities and provide administrative support to the Area Agency on Aging Advisory Council, ensuring adherence to regulations.
3. Compile and submit all required reports to funding sources.
4. Coordinate Area Agency on Aging outreach and advocacy efforts.
5. Provide technical assistance to senior groups and their initiatives.
6. Monitor Area Agency on Aging sub-contractors.

PRINCIPLE PERFORMANCE MEASURES

1. Completion of Area Agency on Aging budget.
2. Conduct a minimum of four Area Agency on Aging Advisory Council meetings.
3. Submission of 15 required reports.
4. Presentation of Area Agency on Aging program services to a minimum of twelve area organizations per year.
5. Provision of technical assistance to a minimum of 14 senior centers.
6. Maintain and coordinate Direct Purchase of Services for 16 services.

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

1.72 Full Time Equivalent

PERSONNEL

Salaries	\$58,773
Fringe Benefits	\$24,394

**VENDOR
SERVICES**

\$0

TRAVEL

Costs	\$7,800
-------	---------

OTHER DIRECT

Telephone	\$2,615
Postage	\$640
Copy Services	\$600
Other Expenses	\$12,706
Office Supplies	\$1,100

INDIRECT

\$36,372

EQUIPMENT

\$0

TOTAL BUDGET

\$145,000

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
CONGREGATE MEALS (C1)
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide one meal a day for five days a week, except in a rural area where it is not cost effective to serve meals five days a week, in a congregate setting to persons 60 years of age and older, which meets the 1/3 RDA requirements.

PERSONNEL

Salaries	\$0
Fringe Benefits	\$0

VENDOR
SERVICES

\$290,000

PRIMARY WORK TASKS

1. Promote wellness education to prevent illness.
2. Monitor the effectiveness of nutrition providers of the congregate meal program.
3. Provide transportation services to nutrition programs.
4. Provide congregate meals during FY 2014 as funding and local support allow.

TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$0
Other Expenses	\$0
Office Supplies	\$0

PRINCIPLE PERFORMANCE MEASURES

1. Conduct media campaigns and information and assistance to a minimum of 400 congregate meal clients.
2. Monitor three nutrition meal providers at least annually for quality & adherence to DADS' nutritional standards. Ongoing desk reviews to ensure that all assessments and reports are completed.
3. Vendor agreement with two transportation providers.
4. A total of 50,000 congregate meals provided to the elderly in this region.

<u>INDIRECT</u>	\$0
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$290,000
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IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

0 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
HOME DELIVERED MEALS (C2)
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide home delivered meals to homebound persons 60 years of age and over in the Ark-Tex region.

PERSONNEL

Salaries	\$0
Fringe Benefits	\$0

PRIMARY WORK TASKS

1. Provide home delivered meals to persons who are homebound and not able to attend the congregate-nutrition program.
2. Monitor the effectiveness of the home delivered meals program.
3. Provide a hot, nutritional meal to the homebound elderly between 10:30 a.m. and 1:30 p.m. that meets the 1/3 RDA requirement.
4. Provide home delivered meals during FY 2014 as funding and local support allow.

VENDOR

<u>SERVICES</u>	\$325,000
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TRAVEL

Costs	\$0
-------	-----

OTHER DIRECT

Telephone	\$0
Postage	\$0
Copy Services	\$0
Other Expenses	\$0
Office Supplies	\$0

PRINCIPLE PERFORMANCE MEASURES

1. Assess 170 clients a minimum of every 12 months to determine if they meet the requirements for a home delivered meal.
2. Monitor three providers at least annually to ensure that all meals meet the 1/3 RDA requirements.
3. Vendor agreement with three meal projects in this region.
4. A total of 74,000 home delivered meals provided to the elderly in the Ark-Tex region.

<u>INDIRECT</u>	\$0
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$325,000
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IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

0 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide support services to the elderly in the Ark-Tex region. In addition to legal awareness, IR&A, case management, data management, and ombudsman, other support services include legal assistance, transportation, outreach, in-home respite, homemaker, prescription assistance program, home modifications and repairs, and assistive technology devices.

PRIMARY WORK TASKS

1. Provide support services to persons age 60 and over who live in the Ark-Tex region.
2. Vendor agreements to provide services with local service-providing agencies.
3. Submit program performance and fiscal reports as required.

PRINCIPLE PERFORMANCE MEASURES

1. Support services provided to a minimum of 5,300 persons age 60 and over.
2. Monitor approximately 30 service providing agencies monthly through billing.
3. Monthly program performance and fiscal reports submitted to the AAA accurately and on time.

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

5.22 Full Time Equivalent

PERSONNEL

Salaries	\$162,492
Fringe Benefits	\$67,443

**VENDOR
SERVICES**

\$265,740

TRAVEL

Costs	\$19,150
-------	----------

OTHER DIRECT

Telephone	\$6,273
Postage	\$1,060
Copy Services	\$475
Other Expenses	\$23,100
Office Supplies	\$815

<u>INDIRECT</u>	\$107,243
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$653,791
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**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
INFORMATION, REFERRAL AND ASSISTANCE
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide information and assistance to the elderly, their family members and caregivers in the Ark-Tex region.

PERSONNEL

Salaries
Fringe Benefits

SEE

PRIMARY WORK TASKS

1. Promote staff awareness of elderly issues.
2. Develop information and assistance brochure.
3. Provide free access to information and assistance services.
4. Provide information and assistance services.

**VENDOR
SERVICES**

OTHER

TRAVEL

SUPPORTIVE

Costs

SERVICES

PRINCIPLE PERFORMANCE MEASURES

1. Provision of monthly staff meetings and review of publications relating to senior issues.
2. Completion and distribution of 1500 brochures.
3. Maintenance and staffing of a minimum of one employee for the toll-free telephone number.
4. Assistance provided to 995 callers.

OTHER DIRECT

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 32

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

INDIRECT

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 32

EQUIPMENT

TOTAL BUDGET

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
DATA MANAGEMENT
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To ensure the AAA has the staff and capabilities to perform computer functions required by DADS and other agencies.

PERSONNEL

Salaries
Fringe Benefits

SEE

PRIMARY WORK TASKS

1. Provide a staff person who is computer literate and qualified to perform the functions of the SPURS system for the Direct Purchase of Services.
2. Work with Case Managers to ensure proper client information is entered into the DADS SPURS Database in compliance to DADS unit tracking & NAPIS requirements.
3. Work directly with the local service providers to ensure program reports submitted to AAA are accurate and on time.

**VENDOR
SERVICES**

OTHER

TRAVEL

SUPPORTIVE

Costs

SERVICES

OTHER DIRECT

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 32

PRINCIPLE PERFORMANCE MEASURES

1. Two staff employed by ATCOG AAA trained on SPURS system.
2. Maintain the DADS SPURS Database with two Case Managers' input.
3. Accurate and timely reports of 30 local service providers submitted to DADS.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 32

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
LEGAL AWARENESS/ASSISTANCE
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide awareness to the elderly, family and other interested persons about elder abuse and neglect, and provide assistance to individuals eligible for Medicare, Medicaid, SHIP and other supplemental insurance plans.

PERSONNEL

Salaries SEE
Fringe Benefits

VENDOR
SERVICES

OTHER

PRIMARY WORK TASKS

1. Ensure the elderly and/or primary caregiver are aware of services and where to go for assistance.
2. Aid Medicare and Medicaid-eligible individuals to obtain assistance.
3. Assist individuals with enrollment in Medicare Part D or Supplemental Plans.
4. Administer the State Health Insurance Assistance Program (SHIP).

TRAVEL

SUPPORTIVE

Costs

SERVICES

OTHER DIRECT

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 32

PRINCIPLE PERFORMANCE MEASURES

1. Disseminate accurate, timely and relevant information, eligibility criteria, and procedures to the elderly about public entitlements, health/long-term care, individual rights, planning/protection options, housing and consumer issues.
2. Work closely with the Center for Medicare and Medicaid Services (CMS) to assist 328 individuals.
3. Prepare and perform Outreach and awareness of Medicare Part D to 328 individuals.
4. Assist with questions about appeals, buying other insurance, choosing a health plan, buying a Medigap policy, and Medicare Rights and Protections.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 32

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
CASE MANAGEMENT
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide in-home assistance to elderly clients in the Ark-Tex area in order that they may remain at home in a safe environment for as long as possible.

PERSONNEL

Salaries SEE
Fringe Benefits

PRIMARY WORK TASKS

1. Accept and process referrals from individuals and other social service agencies.
2. Complete assessment document on clients requesting assistance during in-home visits.
3. Develop individualized care plans.
4. Arrange for the provision of needed services as identified in the care plan.
5. Reassess client needs every 6 months.
6. Develop and maintain vendor agreements.
7. Develop documented client records.
8. Develop program information brochure.
9. Maintain client records in SPURS client tracking system.

**VENDOR
SERVICES**

OTHER

TRAVEL

SUPPORTIVE

Costs

SERVICES

OTHER DIRECT

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 32

PRINCIPLE PERFORMANCE MEASURES

1. All referrals processed by two case managers.
2. Completion of 174 assessments.
3. Completion of 174 care plans.
4. Identification of services for 174 clients.
5. Reassessment of 174 clients' needs every 6 months, or more often as needed.
6. Maintain approximately 30 service vendor agreements.
7. Maintain records of 174 clients.
8. Completion and distribution of 400 brochures.
9. Maintenance of 174 client records in SPURS client tracking system.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 32

**ARK-TEX COUNCIL OF GOVERNMENTS
AREA AGENCY ON AGING (AAA)
OTHER SUPPORTIVE SERVICES
OMBUDSMAN
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide advocacy for the rights of elderly residing in the Ark-Tex region long-term care facilities.

PERSONNEL

Salaries
Fringe Benefits SEE

PRIMARY WORK TASKS

1. Recruit volunteers to serve as nursing home Ombudsmen.
2. Provide initial and re-certification training for volunteers.
3. Assign Ombudsmen to area long-term care facilities.
4. Conduct routine site visits to area long-term care facilities.
5. Identify resident problems and issues.
6. Coordinate activities with the Texas Department of Aging & Disability Services (DADS).
7. Provide in-service training to area long-term care facility staff on resident rights.
8. Compile and submit all required reports.

**VENDOR
SERVICES**

OTHER

TRAVEL

SUPPORT

Costs

OTHER DIRECT

SERVICES

Telephone
Postage
Copy Services
Other Expenses
Office Supplies

PAGE 32

PRINCIPLE PERFORMANCE MEASURES

1. Maintain and recruit certified volunteer Ombudsman to meet State performance measures.
2. Provision of 12 hours of training annually to all certified Ombudsman.
3. Assignments to 33 area nursing and 25 assisted living facilities.
4. Visits conducted quarterly to long-term care facilities.
5. Resolution of 80% or higher of problems or issues either totally or partially resolved.
6. Participation in annual DADS reviews for all 33 area facilities.
7. Provision of a minimum of four in-service training sessions.
8. Submission of 12 reports.

INDIRECT

EQUIPMENT

TOTAL BUDGET

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

Full Time Equivalent - See Page 32

**ARK-TEX COUNCIL OF GOVERNMENTS
ENVIRONMENTAL PROGRAMS
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

ENVIRONMENTAL PROGRAMS GOALS STATEMENT

The goal of the Environmental Programs is to increase recycling and source reduction throughout the ATCOG region, therefore reducing the annual quantity of waste discarded, to assess water quality in the Sulphur River Basin and Cypress Creek Basin and assist in identifying management programs to maintain and enhance the water quality, and to conduct environmental assessments to determine the impact of water system improvement projects. Additional goals are to identify potential petroleum and hazardous substance properties, develop cleanup plans for redevelopment, facilitate the distribution of solid waste grant funds, and to coordinate solid waste planning efforts to improve the region's solid waste management systems.

TOTAL ENVIRONMENTAL PROGRAMS BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 51,690
Contracts	\$ 32,975
Travel	\$ 3,125
Other Direct	\$ 20,088
Indirect	\$ 24,108
Equipment	\$ <u>0</u>

TOTAL BUDGETED
EXPENDITURES - \$131,986

ANTICIPATED REVENUES BY SOURCE

Texas Commission on Environmental Quality (TCEQ)
Solid Waste Management - \$115,000
Water Quality - \$12,986
Water Quality Environmental Assessment \$4,000

TOTAL ANTICIPATED
REVENUE - \$131,986

**ARK-TEX COUNCIL OF GOVERNMENTS
SOLID WASTE MANAGEMENT
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To provide staff support to facilitate the fair and orderly distribution of Texas Commission on Environmental Quality (TCEQ) solid waste grant funds and to coordinate local/regional solid waste planning efforts to improve the region's solid waste management systems.

PRIMARY WORK TASKS

1. Serve as staff support to the ATCOG Regional Solid Waste Advisory Committee.
2. Compile and submit all required reports to the TCEQ.

PRINCIPLE PERFORMANCE MEASURES

1. Coordination and staffing of two Solid Waste Advisory Committee meetings.
2. Submission of two progress reports to TCEQ.

IMPLEMENTATION SCHEDULE

September 1, 2013 – August 1, 2014

HUMAN RESOURCE REQUIREMENT

1.06 Full Time Equivalent

PERSONNEL

Salaries	\$31,358
Fringe Benefits	\$13,015

CONTRACT SERVICES

\$32,975

TRAVEL

Costs	\$3,000
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OTHER DIRECT

Telephone	\$915
Postage	\$10
Copy Services	\$10
Other Expenses	\$12,305
Office Supplies	\$716

INDIRECT

\$20,696

EQUIPMENT

\$0

TOTAL BUDGET

\$115,000

**ARK-TEX COUNCIL OF GOVERNMENTS
WATER QUALITY
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Assess water quality in the Sulphur River Basin and Cypress Creek Basin and assist in identifying management programs to maintain and enhance water quality.

PERSONNEL

Salaries	\$5,170
Fringe Benefits	\$2,146

PRIMARY WORK TASKS

1. Analyze basin water quality in both basins.
2. Conduct monitoring in priority areas to assess potential areas of water quality impairment.
3. Initiate annual coordinated monitoring meetings for all entities monitoring in the Sulphur River Basin who presently, or potentially could, come under the Quality Assurance Project Plan for the Basin.
4. Integrate new data, land use information, and information on events that may affect water quality to prepare a more comprehensive evaluation of factors affecting water quality in the Basin.
5. Review and/or assist state RLF project applicants and TCEQ in resolution of conflicts between proposed project data and approved ATCOG Water Quality Management Plan.
6. Assist TCEQ in Water Quality Management Plan updates.
7. Contact entities and encourage participation in meetings for water quality strategy.

**CONTRACT
SERVICES**

\$0

TRAVEL

Costs	\$125
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OTHER DIRECT

Telephone	\$165
Postage	\$10
Copy Services	\$10
Other Expenses	\$5,873
Office Supplies	\$75

<u>INDIRECT</u>	\$3,412
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$16,986
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PRINCIPLE PERFORMANCE MEASURES

1. Recommend additional monitoring or management programs based on current analysis of water quality within both basins.
2. Determine extent and significance of impairment, isolate potential source areas, evaluate potential control strategies, and evaluate effectiveness of control strategies within both basins.
3. Decreased costs and/or increased monitoring within basin.
4. Complete summaries, maps, and tables.
5. Number of applicants assisted and number of conflicts resolved.
6. Three plan updates completed & submitted to TCEQ.
7. At least four entities contacted.

IMPLEMENTATION SCHEDULE

September 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT

.18 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
PUBLIC TRANSPORTATION FOR NON-URBANIZED AREAS
SECTIONS 5311, 5310, JARC, NEW FREEDOM, PLANNING
AND AGING TRANSPORTATION
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

SECTIONS 5311, 5310, JARC, NEW FREEDOM, PLANNING AND AGING TRANSPORTATION
GOALS STATEMENT

The goal of the Public Transportation for Non-Urbanized Areas, Sections 5311, 5310, JARC, New Freedom, Planning and Aging, is to provide general public transportation to the ambulatory, as well as those needing ADA care, and to develop and implement the updated ATCOG Regional Transportation Coordination Plan for the nine Texas counties in the ATCOG area, including the Texarkana Urbanized Area where ATCOG TRAX is assisting the urban area transit district by providing paratransit and senior services transportation.

TOTAL PUBLIC TRANSPORTATION PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 687,288
Contracts	\$ 880,000
Travel	\$ 17,500
Other Direct	\$ 909,244
Indirect	\$ 320,554
Equipment	\$ 16,000
Vehicles	\$ <u>1,080,000</u>

ANTICIPATED REVENUES BY SOURCE

Texas Department of Transportation - \$647,617
Federal Funds - \$2,510,012
Local Funds -\$447,040
Program Income -- \$70,000
In Kind - \$235,917

TOTAL BUDGETED
EXPENDITURES - \$3,910,586

TOTAL ANTICIPATED
REVENUE - \$3,910,586

**ARK-TEX COUNCIL OF GOVERNMENTS
PUBLIC TRANSPORTATION FOR NON-URBANIZED AREAS
SECTIONS 5311, 5310, JARC, NEW FREEDOM, PLANNING
AND AGING TRANSPORTATION
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Provide transportation to the general public and coordinate with other agencies and programs to provide transportation for their clients. Develop and implement the updated ATCOG Regional Transportation Coordination Plan.

PERSONNEL

Salaries	\$485,696
Fringe Benefits	\$201,591

CONTRACT
SERVICES

\$880,000

PRIMARY WORK TASKS

1. Provide public transportation in the nine-county area.
2. Provide transportation to people age 60+, the general public, WtW participants, adult education students and disabled persons.
3. Make vehicles available to local agencies when needed as Emergency Evacuation System.
4. Coordinate rural program with Texarkana Urban Transportation System.
5. Develop and implement the updated ATCOG Regional Transportation Coordination Plan.
6. Continue operations of a full service Regional Maintenance Facility and Transfer Facility in Mt. Pleasant for the 5311 and 5310 vehicle fleet.
7. Attend required local and state meetings.

TRAVEL

Costs	\$17,500
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OTHER DIRECT

Communications	\$38,000
Postage	\$1,000
Copy Services	\$1,000
Other Expenses	\$860,245
Office Supplies	\$9,000

INDIRECT

\$320,554

EQUIPMENT

\$16,000

PRINCIPLE PERFORMANCE MEASURES

1. Provide 600,000 passenger trips annually.
2. Coordinate with Area Agency on Aging, area education entities, workforce centers and at least two other agencies.
3. Attend at least three meetings and coordinate with Emergency Management Personnel.
4. Work with contractor to ensure coordination of transportation by holding regional public meetings.
5. Continue to update ATCOG Regional Transportation Coordination Plan with public meeting input.
6. Expand the ATCOG fleet of vehicles.
7. Attend two state trainings as required.

VEHICLES

\$1,080,000

TOTAL BUDGET

\$3,910,586

IMPLEMENTATION SCHEDULE

September 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT

22.05 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
STATE HOMELAND SECURITY PROGRAM AND LAW ENFORCEMENT
TERRORISM PREVENTION ACTIVITIES PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

HOMELAND SECURITY PROGRAM GOAL STATEMENT

The goals of the Homeland Security Program and Law Enforcement Terrorism Prevention Program grants are to continue professional staff activities in regard to updating and implementing the Texas's Strategy for Homeland Security and regional homeland security strategies and plans; coordinate the use of the funding to jurisdictions for regional and local equipment purchases; coordinate equipment deployments with other aspects of regional strategies for first responder preparedness; training and exercises; assist local grantees with implementing state, regional and local strategies; assist the state as requested; and complete tasks as required by the contract.

TOTAL HOMELAND SECURITY PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 67,624
Contracts	\$ 384,276
Travel	\$ 3,200
Other Direct	\$ 19,277
Indirect	\$ 31,540
Equipment	\$ <u>0</u>

TOTAL BUDGETED
EXPENDITURES - \$ 505,917

ANTICIPATED REVENUES BY SOURCE

State Homeland Security Program - \$429,187
Law Enforcement Terrorism Prevention Activities - \$76,730

TOTAL ANTICIPATED
REVENUE - \$505,917

**ARK-TEX COUNCIL OF GOVERNMENTS
STATE HOMELAND SECURITY PROGRAM AND LAW ENFORCEMENT
TERRORISM PREVENTION ACTIVITIES PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Continue the continuity of the expanded planning effort begun under the State Homeland Security Planning Grant and complete the tasks as outlined in the contract.

PERSONNEL

Salaries	\$47,789
Fringe Benefits	\$19,835

PRIMARY WORK TASKS

1. Maintain the ATCOG Homeland Security Advisory Committee (HSAC).
2. Facilitate the development of the regional homeland security implementation plan.
3. Facilitate the distribution of homeland security program funding.
4. Facilitate the update or development of the regional state preparedness report.
5. Aid local jurisdictions in meeting training requirements.
6. Register inventory of regional response assets valued at \$5,000 or greater on the Texas Regional Response Network (TRRN).
7. Facilitate the scheduling of local/regional exercises.
8. Coordinate regional homeland security efforts with the State Administrative Agency (SAA).
9. Compile and submit required grant report to FEMA and the SAA.
10. Maintain the Northeast Texas Preparedness Coalition (NETPC).

CONTRACT SERVICES

\$384,276

TRAVEL

Costs	\$3,200
-------	---------

OTHER DIRECT

Telephone	\$3,441
Postage	\$250
Copy Services	\$250
Other Expenses	\$15,086
Office Supplies	\$250

<u>INDIRECT</u>	\$31,540
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<u>EQUIPMENT</u>	\$0
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PRINCIPLE PERFORMANCE MEASURES (Cont.)

1. Provision of staff support for four HSAC meetings.
2. Submission of the ATCOG homeland security strategy implementation plan to DPS by the set deadline.
3. Distribute region's homeland security funding in the amount of \$219,863 to project in the region.
4. Submission of updates to the State Preparedness Report to the State.
5. Provision and education of one in-region training opportunity.

<u>TOTAL BUDGET</u>	\$505,917
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**Homeland Security Program
Work Program and Expenditure Budget 2014
Page 2**

PRINCIPLE PERFORMANCE MEASURES

6. Upload data meeting the criteria on the TRRN as required by DPS.
7. Successful conduct of one local/regional homeland security exercise.
8. Participate in twenty-six DPS conference calls.
9. Submission of four progress reports to FEMA and the SAA through the Texas DPA website.
10. Provision of staff at four NETPC meetings.

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

1.06 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

GIS PROGRAM GOAL STATEMENT

The goal of the GIS Department is to provide geographic analysis and mapping support to all programs of the Ark-Tex Council of Governments and respond to any requests from member and non-member agencies for facilitation of their programs or special projects that require GIS support.

TOTAL GIS BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 52,331
Contracts	\$ 0
Travel	\$ 2,000
Other Direct	\$ 5,536
Indirect	\$ 24,407
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES
BY SOURCE

9-1-1 Contract - \$68,000
Local - \$1,800
Appraisal Districts - \$14,474

TOTAL BUDGETED
EXPENDITURES - \$84,274

TOTAL ANTICIPATED
REVENUE - \$84,274

**ARK-TEX COUNCIL OF GOVERNMENTS
GIS PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To acquire, provide and maintain accurate GIS data in order to support GIS mapping requests and activities for all departments, members and non-member agencies.

PRIMARY WORK TASKS

1. Maintain all current GIS data layers.
2. Provide GIS analysis and mapping support to all departments and programs of ATCOG, members and non-member agencies.
3. Respond to all data and mapping requests, as well as GIS analysis support requests, from member & non-member agencies.
4. Respond to all data and mapping requests from other public and private organizations and provide GIS support as requested.
5. Develop additional GIS applications to support member and non-member entities.

PRINCIPLE PERFORMANCE MEASURES

1. Maintenance of 10 GIS data layers.
2. Provision of GIS analysis and one map per county to all programs and departments, members and non-member agencies.
3. Provision of GIS analysis and one map to other member and non-member agencies as requested, meeting or exceeding their expectations.
4. Provision of GIS analysis and one map to other public and private organizations, meeting or exceeding their expectations.
5. Provision of additional GIS applications to member and non-member entities and one map as requested.

PERSONNEL

Salaries	\$36,981
Fringe Benefits	\$15,349

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$2,000
-------	---------

OTHER DIRECT

Telephone	\$1500
Postage	\$100
Copy Services	\$20
Other Expenses	\$3,617
Office Supplies	\$300

INDIRECT

\$24,407

EQUIPMENT

\$0

TOTAL BUDGET

\$84,274

GIS
Work Program and Expenditure Budget 2014
Page 2

IMPLEMENTATION SCHEDULE
September 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT
1 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
URBAN TRANSPORTATION PROGRAM
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

URBAN TRANSPORTATION GOALS STATEMENT

The goal of the Urban Transportation Program is to fulfill the Interlocal Agreement to provide urban transportation management services to the Texarkana Urban Transit District in the operation of the T-Line transit system.

TOTAL URBAN TRANSPORTATION PROGRAM BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 68,564
Contracts	\$ 10,000
Other Direct	\$ 6,544
Indirect	<u>\$ 19,318</u>

ANTICIPATED REVENUES BY
SOURCE

Contract - \$113,400

TOTAL BUDGETED EXPENDITURES -
\$113,400

TOTAL ANTICIPATED
REVENUE - \$113,400

**ARK-TEX COUNCIL OF GOVERNMENTS
URBAN TRANSPORTATION PROGRAM
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

To fulfill the Interlocal Agreement to provide urban transportation management services to the Texarkana Urban Transit District in the operation of the T-Line transit system.

PRIMARY WORK TASKS

1. Facilitate the management and day-to-day operation of the transit system.
2. Prepare TUTD budget.
3. Employ staff necessary to maintain and operate the transportation system.

PRINCIPLE PERFORMANCE MEASURES

1. Provide management and operation of the public transportation system and policy recommendations.
2. Provide finance and budgeting, including preparation of an annual budget for the transit system.
3. Provide staff for the public transportation system.

IMPLEMENTATION SCHEDULE

October 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT

1.13 Full Time Equivalent

PERSONNEL

Salaries	\$47,088
Fringe Benefits	\$21,476

CONTRACT SERVICES

\$10,000

TRAVEL

Costs	\$500
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OTHER DIRECT

Telephone	\$300
Postage	\$50
Copy Services	\$50
Other Expenses	\$4,930
Office Supplies	\$200

<u>INDIRECT</u>	\$28,806
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<u>TOTAL BUDGET</u>	\$113,400
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**ARK-TEX COUNCIL OF GOVERNMENTS
SPECIAL PROJECTS
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

SPECIAL PROJECTS GOAL STATEMENT

The goal of the Special Projects Division is to provide staff support to administer special projects for ATCOG and prepare grants to federal and/or state agencies.

TOTAL SPECIAL PROJECTS BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 96,658
Contracts	\$ 16,974
Travel	\$ 2,975
Other Direct	\$ 21,948
Indirect	\$ 10,783
Equipment	\$ <u>0</u>

ANTICIPATED REVENUES BY SOURCE

Texas Department of Agriculture - \$5,351
Division of Emergency Management - \$43,419
Bowie, Cass and Hopkins Counties - \$14,473
Indirect - \$86,095

TOTAL BUDGETED
EXPENDITURES - \$149,338

TOTAL ANTICIPATED
REVENUE - \$149,338

**ARK-TEX COUNCIL OF GOVERNMENTS
COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Provide technical assistance services not related to a specific Texas Community Development Block Grant Program contract to TxCDBG-eligible localities within the region.

PRIMARY WORK TASKS

1. Provide census and income data to TxCDBG-eligible localities.
2. Distribute Texas Department of Agriculture (TDA) program information.
3. Provide general technical assistance as related to non-project specific community and economic development program areas.
4. Continually review and be familiar with the TxCDBG Implementation Manual.
5. Continually review and be familiar with the TDA website, particularly as it pertains to the TxCDBG, community development and economic development.

PRINCIPLE PERFORMANCE MEASURES

1. Prepare census and income data for eight localities requesting data.
2. Provide information about TDA programs to 30 localities.
3. Prepare information for four non-project specific community and economic development program areas.
4. Attend one Implementation Manual training.
5. Check TDA website weekly for program information.

IMPLEMENTATION SCHEDULE

September 1, 2013 – August 31, 2014

HUMAN RESOURCE REQUIREMENT

.03 Full Time Equivalent

PERSONNEL

Salaries	\$1,333
Fringe Benefits	\$553

**CONTRACT
SERVICES**

\$0

TRAVEL

Costs	\$0
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OTHER DIRECT

Telephone	\$67
Postage	\$10
Copy Services	\$30
Other Expenses	\$2,394
Office Supplies	\$85

<u>INDIRECT</u>	\$879
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<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$5,351
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**ARK-TEX COUNCIL OF GOVERNMENTS
HAZARD MITIGATION PLANNING
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Begin preparation of 5-year updates of Hazard Mitigation Plans for Bowie, Cass and Hopkins Counties.

PERSONNEL

Salaries	\$15,006
Fringe Benefits	\$6,228

PRIMARY WORK TASKS

1. Contract with individual to complete plans.
2. Contractor will work with local city and county officials and representatives during plan preparation.
3. Contractor will gather local data for each plan.
4. Contractor will prepare hazard mitigation plans.
5. Submit quarterly reports.

CONTRACT SERVICES

\$16,974

TRAVEL

Costs	\$475
-------	-------

OTHER DIRECT

Telephone	\$524
Postage	\$30
Copy Services	\$75
Other Expenses	\$8,601
Office Supplies	\$75

PRINCIPLE PERFORMANCE MEASURES

1. Execute one contract for updated plans.
2. Serve as facilitator at two public meetings for localities and contact local officials for participation.
3. Contact local representatives, utilize computer data, and contact professionals for specific data for three plans.
4. Combine information, format, and complete three plans.
5. Submit three quarterly reports to TDEM.

INDIRECT

\$9,904

EQUIPMENT

\$0

**TOTAL
BUDGET**

\$57,892

IMPLEMENTATION SCHEDULE

February 15, 2014 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

.06 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
INDIRECT SERVICES
GOAL STATEMENT AND TOTAL PROGRAM BUDGET**

INDIRECT SERVICES GOAL STATEMENT

To provide a mechanism whereby ATCOG may equitably allocate legitimate, appropriate and allowable program/project costs which cannot be directly and readily assigned to specific programs/objects.

TOTAL INDIRECT SERVICES BUDGET

BUDGETED EXPENDITURES

Personnel	\$ 587,686
Contracts	\$ 37,000
Travel	\$ 41,000
Other Direct	\$ 264,201
Indirect	\$ 0
Equipment	\$ 0

TOTAL BUDGETED
EXPENDITURES - \$929,887

ANTICIPATED REVENUES BY SOURCE

Revenue From all Fund Groups - \$909,887
Grant Writing Admin - \$20,000

TOTAL ANTICIPATED
REVENUE - \$929,887

**ARK-TEX COUNCIL OF GOVERNMENTS
FINANCE SERVICES FUND
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Provide professional financial services necessary to establish and maintain financial policies, practices and controls in order to ensure the highest degree of financial accountability and to fully safeguard all public funds entrusted to ATCOG.

PERSONNEL

Salaries	\$136,987
Fringe Benefits	\$56,857

**CONTRACT
SERVICES**

PRIMARY WORK TASKS

1. Implement policies & procedures.
2. Prepare ATCOG budget and project budgets.
3. Prepare cash requests for funding sources.
4. Process and prepare accounts payable and payroll.
5. Maintain and analyze general ledger financial information.
6. Prepare monthly, quarterly and annual financial reports to funding sources.
7. Monitor subcontractors' financial reports.
8. Maintain property and equipment inventories.
9. Support monitoring/auditing teams from funding sources.
10. Maintain accounting computer equipment.

Audit	\$37,000
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TRAVEL

Costs	\$3,500
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OTHER DIRECT

Telephone	\$3,600
Postage	\$2,000
Copy Services	\$281
Other Expenses	\$35,098
Office Supplies	\$3,000

<u>INDIRECT</u>	\$0
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PRINCIPLE PERFORMANCE MEASURES

1. Update policies and procedures as needed.
2. Assist in preparation of approx. 30 budgets.
3. Completion of approximately 60 Cash requests.
4. Generate approximately 1,612 payroll direct deposits and 14,000 accounts payable checks.
5. Review of general ledger balances monthly.
6. Assist in completion of approximately 200 financial reports.
7. Assist in completion of approximately four monitoring visits.
8. Assist in physical inventory of ATCOG property and equipment.
9. Assistance to monitoring/audit teams.
10. Assist in maintenance of Finance server.

<u>EQUIPMENT</u>	\$0
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<u>TOTAL BUDGET</u>	\$278,323
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IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

3.93 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
EXECUTIVE INDIRECT SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Provide staff and other support necessary to successfully conduct wide range of overall leadership and managerial functions directly benefiting all ATCOG programs and projects.

PERSONNEL

Salaries	\$130,386
Fringe Benefits	\$54,117

PRIMARY WORK TASKS

1. Provide leadership and managerial guidance in planning, organizing and directing all operations of ATCOG.
2. Develop and propose policy guidance to the Board of Directors.
3. Develop and implement organizational administrative procedures and practices.
4. Represent ATCOG and its programs & projects.
5. Coordinate and direct all programs, financing and intergovernmental relationships.
6. Maintain ATCOG official records.
7. Oversee and ensure development of Annual Strategic Work Plan and Budget.
8. Oversee and ensure development of external communications documents.
9. Oversee & ensure updates of ATCOG web site.

CONTRACT SERVICES

\$0

TRAVEL

Staff Travel	\$11,000
Board Travel	\$20,000

OTHER DIRECT

Telephone	\$4,229
Postage	\$1,858
Copy Services	\$857
Other Expenses	\$14,518
Office Supplies	\$5,000

<u>INDIRECT</u>	\$0
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<u>EQUIPMENT</u>	\$0
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PRINCIPLE PERFORMANCE MEASURES

1. Provision of leadership and guidance in the operation of ATCOG.
2. Development and presentation of monthly Board agenda to the Board.
3. Implementation of organizational administrative procedures and practices.
4. Representation of ATCOG.
5. Coordination and direction of programs, financing and intergovernmental relationships.
6. Maintenance of records.
7. Completion of 13-14 Strategic Work Program and Budget.
8. Distribution of Annual Work Plan and Annual Budget.
9. Maintenance of ATCOG web site.

<u>TOTAL BUDGET</u>	\$241,965
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IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

2 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
ADMINISTRATIVE INDIRECT SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Provide the staff support necessary to administer ATCOG personnel management, policies, procedures and benefits, and provide receptionist services for ATCOG.

PERSONNEL

Salaries	\$95,968
Fringe Benefits	\$39,832

PRIMARY WORK TASKS

1. Maintain and administer ATCOG personnel policies and ATCOG Integrated Personnel Classification, Pay Plan and Job Descriptions.
2. Maintain ATCOG personnel records and files.
3. Administer ATCOG employee benefit plan programs.
4. Answer and direct all incoming ATCOG calls.
5. Respond to general inquiries concerning ATCOG programs/projects.
6. Greet and direct incoming visitors and clients.
7. Open, sort and distribute incoming mail.
8. Receive and transmit all fax correspondence.
9. Maintain ATCOG computer equipment.

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$4,000
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OTHER DIRECT

Telephone	\$2,000
Postage	\$700
Copy Services	\$400
Other Expenses	\$28,533
Office Supplies	\$1,476

PRINCIPLE PERFORMANCE MEASURES

1. Administration of Personnel Policies and Integrated Personnel Classification & Pay Plan.
2. Maintenance of personnel records and files for approximately 60 employees.
3. Administration of approximately eight benefit programs.
4. Take calls from incoming lines.
5. Respond to general requests for ATCOG information.
6. Greet and direct visitors on a daily basis.
7. Opening & daily distribution of mail to approximately 60 employees.
8. Receipt and transmission of approximately 40 faxes per day.
9. Maintenance of ATCOG computer equipment.

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$172,909

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

2.68 Full Time Equivalent

**ARK-TEX COUNCIL OF GOVERNMENTS
SPECIAL PROJECTS INDIRECT SERVICES
WORK PROGRAM AND EXPENDITURE BUDGET 2014**

2014 PROGRAM OBJECTIVE

Provide staff support to administer special projects for ATCOG and prepare grants to federal and/or state agencies.

PERSONNEL

Salaries	\$51,968
Fringe Benefits	\$21,570

PRIMARY WORK TASKS

1. Begin preparation of 5-year updates of Mitigation Action Plans for Bowie and Cass Counties.
2. Administer STEP projects for Karnack Water Supply Corporation (WSC), North Harrison WSC, Caddo Lake WSC and Leigh WSC.
3. Prepare applications and/or grants to federal and/or state agencies.
4. Provide technical assistance to cities and counties requesting census data and other information.
5. Administer weatherization programs for utility companies.

CONTRACT SERVICES

\$0

TRAVEL

Costs	\$2,500
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OTHER DIRECT

Telephone	\$1,200
Postage	\$200
Copy Services	\$300
Other Expenses	\$7,781
Office Supplies	\$576

PRINCIPLE PERFORMANCE MEASURES

1. Preparation of 5-year updates of three Mitigation Action Plans.
2. Completion of 9 quarterly reports.
3. Preparation of two applications and grants for ATCOG programs and ATCOG members.
4. Provide data to 10 entities requesting technical assistance.
5. Execute 3 contracts with Frontier Associates, LLC.

INDIRECT

\$0

EQUIPMENT

\$0

TOTAL BUDGET

\$86,095

IMPLEMENTATION SCHEDULE

October 1, 2013 – September 30, 2014

HUMAN RESOURCE REQUIREMENT

.91 Full Time Equivalent

COST CNTR #	DESCRIPTION	COST CENTER ALLOCATION	%	COMMENTS
ALLOCATION BY COST CENTER				
14001	Aging	\$146,033	15.7	
14002	NETEDD & ATRDC	54,970	5.9	
14003	HUD - Section 8	160,163	17.2	
14004	Criminal Justice Dept.	20,413	2.2	
14005	CSEC - 911	105,837	11.4	
14006	GIS	24,407	2.6	
14007	Tx. Department of Transportation	351,632	37.8	
14008	TCEQ - Environmental	24,108	2.6	
14009	Homeland Security	31,540	3.4	
			0.0	
TOTAL INDIRECT COST ALLOCATED		\$929,887	98.8	
INDIRECT COST ALLOCATION				
	Total Indirect Cost	\$799,291		> FY '12 Audited Indirect Cost Under Allocation > Admin Fees earned from administrating STEP programs > FY '13 Anticipated Indirect Cost Under Allocation
	Plus: Prior Period Under Allocations	75,596		
	Less: Earned Admin Fees	20,000		
	Plus: Current Period Under Allocatio	75,000		
TOTAL TO BE ALLOCATED		\$929,887		
ALLOCATION BASE CALCULATION				
	Total Allocated Indirect Cost	929,887		> Allocation Base: Total Net Salary plus Benefits (See pp 6 and 7).
	Div by: Total Direct Personnel Cost	1,993,735		
ALLOCATION BASE			46.6	
INDIRECT RATE CALCULATION				
	Total Allocated Indirect Cost	929,887		> Indirect Rate: Total Direct Expenses (See pp 6 and 7) as required by SB 177 less capital expenditure 1,131,000 and pass-thru funds
	Div by: Total Direct Expenses	13,521,826		
INDIRECT RATE			6.9	

0.46640

Difference between cost and allocation:

(\$0.009)

**ATCOG Financial Plan - FY 2014
UNRESTRICTED FUND REQUIREMENTS**

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LINE ITEM CST #	DESCRIPTION	BUDGETED FY'14		COMMENTS
		Amount		
PROGRAM MATCHING AND OTHER REQUIREMENTS				
14001	Aging	37,000	33.6	
14002	NETEDD & ATRDC	0	0.0	
14003	HUD - Section 8	0	0.0	
14004	Criminal Justice Dept.	0	0.0	
14005	CSEC - 911	0	0.0	
14006	GIS	0	0.0	
14007	Tx. Department of Transportation	0	0.0	
14008	TCEQ - Environmental	0	0.0	
14009	Homeland Security	0	0.0	
14010	Special Projects	0	0.0	
SUB-TOTAL		\$37,000	33.6	
	Capital Purchases		0.0	
	Debt Service	40,000	36.4	
	Operating Capital		0.0	
	Indirect Cost Support		0.0	
	Interest Expense	33,000	30.0	
	Other		0.0	
SUB-TOTAL		\$73,000	66.4	
TOTAL REQUIREMENTS		\$110,000	100.0	
REVENUES (SOURCES OF UNRESTRICTED FUNDS)				
	Member Dues	60,518	66.9	> See APPENDIX I.
	State Funds-Texas		0.0	
	State Funds-Arkansas	30,000	33.1	
	Use Fee/Depreciation		0.0	
	Indirect Allowance	0	0.0	
	Other	0	0.0	
TOTAL REVENUES		\$90,518	100.0	
BALANCE OF REVENUES		(\$19,482)		

**ATCOG Financial Plan - FY 2014
EMPLOYEE BENEFIT RATE COMPUTATION**

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LINE ITEM CST #	DESCRIPTION	BUDGETED		COMMENTS
		Amount	% Gr Salary	
RELEASE TIME				> Calculated at \$7,944 per day average.
0220	Paid Holidays	\$79,440	3.82	> 10.0 days average estimated.
0221	Sick Leave	71,496	3.44	> 9. days average estimated.
0222	Vacation	100,918	4.85	> 12.5 days average
0223	Liability Differential	1,000	0.05	> Allows for net changes to release time liability.
SUB-TOTAL		\$252,854	12.15	
OTHER BENEFITS				
0230	FICA	\$139,396	6.70	> Includes benefits for all staff.
0231	Health/Life Insurance	382,347	18.37	> For employees working 30 hours or more.
0232	Worker's Compensation	18,044	0.87	> Includes benefits for all staff.
0234	Retirement Program	145,640	7.00	
0234	Unemployment Insurance	10,247	0.49	> Includes benefits for temporary staff.
0235	Disability Insurance		0.00	
0236	Longevity Pay Benefit	15,138	0.73	> \$3.00 each month of tenure (eligibility beginning on the 37th month).
SUB-TOTAL		\$710,812	34.16	
0212	Less: Prior Period Over Allocation	(129,867)	-6.24	> FY '12 Audited Over-Allocation.
0212	Less: Current Period Over Allocation	(75,000)	-3.60	> FY '13 Anticipated Over-Allocation.
SUB-TOTAL		\$505,945	24.31	
TOTAL BENEFIT PROGRAM COST		\$758,799	36.46	
BASIS FOR ALLOCATION OF BENEFIT COSTS				
	Gross Salaries	\$2,081,037	100.00	
	Less: Release Time	252,854		
CHARGEABLE SALARIES		\$1,828,183		
BENEFIT RATE CALCULATION				
	Employee Benefits	758,799		
	Div by: Chargeable Salaries	1,828,183		
BUDGETED BENEFIT RATE			41.5	

Release Time Rate (for calculation):

0.1215

Benefit Rate (for calculation):

0.4151

Certificate of Indirect Costs

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal as of September 30, 2014, to establish billing or final indirect costs rates for fiscal year 2014 are allowable in accordance with the requirements of the Federal awards to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments."
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Ark-Tex Council of Governments

Signature:



Name of Official: Brenda Davis

Title: Director, Finance & Administration

Date of Execution: September 30, 2013

FY 2014 Membership Dues

MEMBER	2010 POPULATION		FY '14 DUES	% OF AG TOTAL
	TOTAL	MEMBER		
BOWIE COUNTY	92,565			
DeKalb		1,699	340	0.6%
Hooks		2,769	554	0.9%
Leary		495	100	0.2%
Maud		1,056	211	0.3%
Nash		2,960	592	1.0%
New Boston		4,550	910	1.5%
Redwater		1,057	211	0.3%
Texarkana, Texas		36,411	7,282	12.0%
Wake Village		5,492	1,098	1.8%
Sub-Total Member Cities		56,489	11,299	18.7%
Bowie County (Net)		36,076	5,411	8.9%
Texarkana College			100	0.2%
Texarkana ISD			100	0.2%
Liberty-Eylau ISD			100	0.2%

TOTAL COUNTY	92,565		17,010	28.1%
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CASS COUNTY	30,464			
Atlanta		5,675	1,135	1.9%
Avinger		444	100	0.2%
Bloomburg		404	100	0.2%
Domino		93	100	0.2%
Hughes Springs		1,760	352	0.6%
Linden		1,998	400	0.7%
Queen City		1,476	295	0.5%
Sub-Total Member Cities		11,850	2,482	4.1%
Cass County (Net)		18,614	2,792	4.6%
Good Shepard Medical Center			100	0.2%

TOTAL COUNTY	30,464		5,374	8.9%
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DELTA COUNTY	5,231			
Cooper		1,969	394	0.7%
Sub-Total Member Cities		2,150	394	0.7%
Delta County (Net)		3,081	462	0.8%
Delta County MUD			100	0.2%

TOTAL COUNTY	5,231		956	1.6%
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ATCOG BUDGET FY '14
LINE ITEM COST DISTRIBUTION BY TYPE OF COST

LINE ITEM CST #	DESCRIPTION	TOTAL LINE ITEM COST	%	TYPE OF COST	
				DIRECT	INDIRECT
0110	Salaries	\$1,824,253	11.8	\$1,408,944	\$415,309
0210	Benefits	757,168	4.9	584,791	172,377
0310	Travel	164,587	1.1	123,587	41,000
0311	Non-Staff Travel	200	0.0	200	0
0410	Rent	76,767	0.5	38,775	37,992
0411	Rent/Field Office	0	0.0	0	0
0412	Storage Rent	0	0.0	0	0
0420	Telephone	65,312	0.4	54,283	11,029
0421	Telephone/Field Office	20	0.0	20	0
0430	Postage	15,848	0.1	11,090	4,758
0431	Postage/Field Office	0	0.0	0	0
0440	Copier	10,633	0.1	8,795	1,838
0441	Copier/Field Office	0	0.0	0	0
0510	Other Direct	4,328	0.0	4,328	0
0511	Office Supplies	1,265,313	8.2	1,230,713	34,600
0512	Reproduction and Printing	43,532	0.3	33,480	10,052
0514	Periodicals and Publications	0	0.0	0	0
0515	Membership dues	3,266	0.0	0	3,266
0516	Advertising	13,000	0.1	5,000	8,000
0520	Audit and Accounting Fees	8,380	0.1	6,280	2,100
0521	Legal Fees	67,000	0.4	30,000	37,000
0522	Insurance and Bonding	7,465	0.0	365	7,100
0523	Computer Software Maintenance	1,500	0.0	0	1,500
0524	Interest	33,791	0.2	23,421	10,370
0527	Annual Board Meeting	0	0.0	0	0
0530	Contract Labor	10,000	0.1	10,000	0
0610	Equipment	1,131,000	7.3	1,131,000	0
0630	Equipment Maintenance	1,000	0.0	0	1,000
		0	0.0	0	0
0810	Contracts (Services)	9,947,752	64.4	9,947,752	0
0910	Indirect	NA	NA	NA	NA
TOTAL EXPENDITURES		\$15,452,115	100.0	\$14,652,824	\$799,291
%			100.0	94.8	5.2

SALARY RANGE BY GRADE	STEPS									
	1	2	3	4	5	6	7	8	9	10
GRADE 01	13,978	14,830	15,275	15,733	16,205	16,691	17,192	17,707	18,239	18,786
GRADE 02	18,803	19,302	19,813	20,338	20,877	21,430	21,998	22,581	23,180	23,794
GRADE 03	20,849	21,402	21,969	22,551	23,149	23,762	24,392	25,038	25,702	26,383
GRADE 04	23,120	23,733	24,362	25,008	25,670	26,351	27,049	27,766	28,502	29,257
GRADE 05	25,636	26,316	27,013	27,729	28,464	29,218	29,992	30,787	31,603	32,440
GRADE 06	28,419	29,172	29,945	30,739	31,553	32,389	33,248	34,129	35,033	35,961
GRADE 07	31,513	32,348	33,205	34,085	34,989	35,916	36,868	37,845	38,848	39,877
GRADE 08	34,464	35,377	36,315	37,277	38,265	39,279	40,320	41,388	42,485	43,611
GRADE 09	38,211	39,224	40,264	41,331	42,426	43,550	44,704	45,889	47,105	48,353
GRADE 10	42,372	43,495	44,647	45,831	47,045	48,292	49,572	50,885	52,234	53,618
GRADE 11	46,981	48,226	49,503	50,815	52,162	53,544	54,963	56,420	57,915	59,450
GRADE 12	52,094	53,475	54,892	56,347	57,840	59,372	60,946	62,561	64,219	65,921
GRADE 13	56,955	58,464	60,013	61,604	63,236	64,912	66,632	68,398	70,210	72,071
GRADE 14	63,152	64,826	66,544	68,307	70,117	71,975	73,883	75,841	77,850	79,913
GRADE 15	70,022	71,878	73,782	75,738	77,745	79,805	81,920	84,090	86,319	88,606
GRADE 16	77,637	79,694	81,806	83,974	86,199	88,484	90,829	93,236	95,706	98,242
GRADE 17	85,996	88,275	90,614	93,015	95,480	98,011	100,608	103,274	106,011	108,820
GRADE 18	95,351	97,878	100,471	103,134	105,867	108,672	111,552	114,508	117,543	120,658